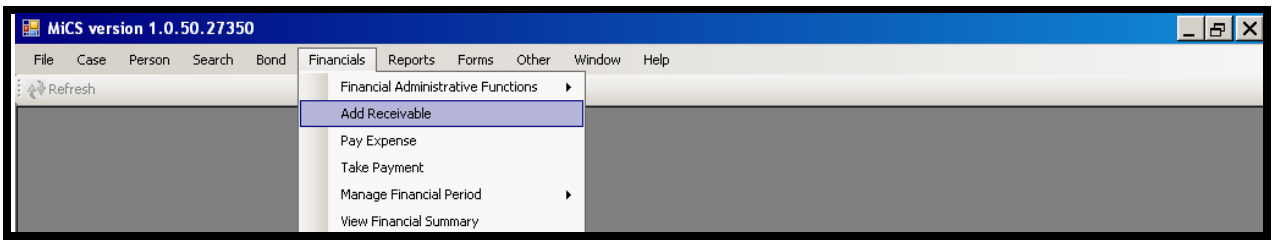
Michigan Court System
Add Receivable

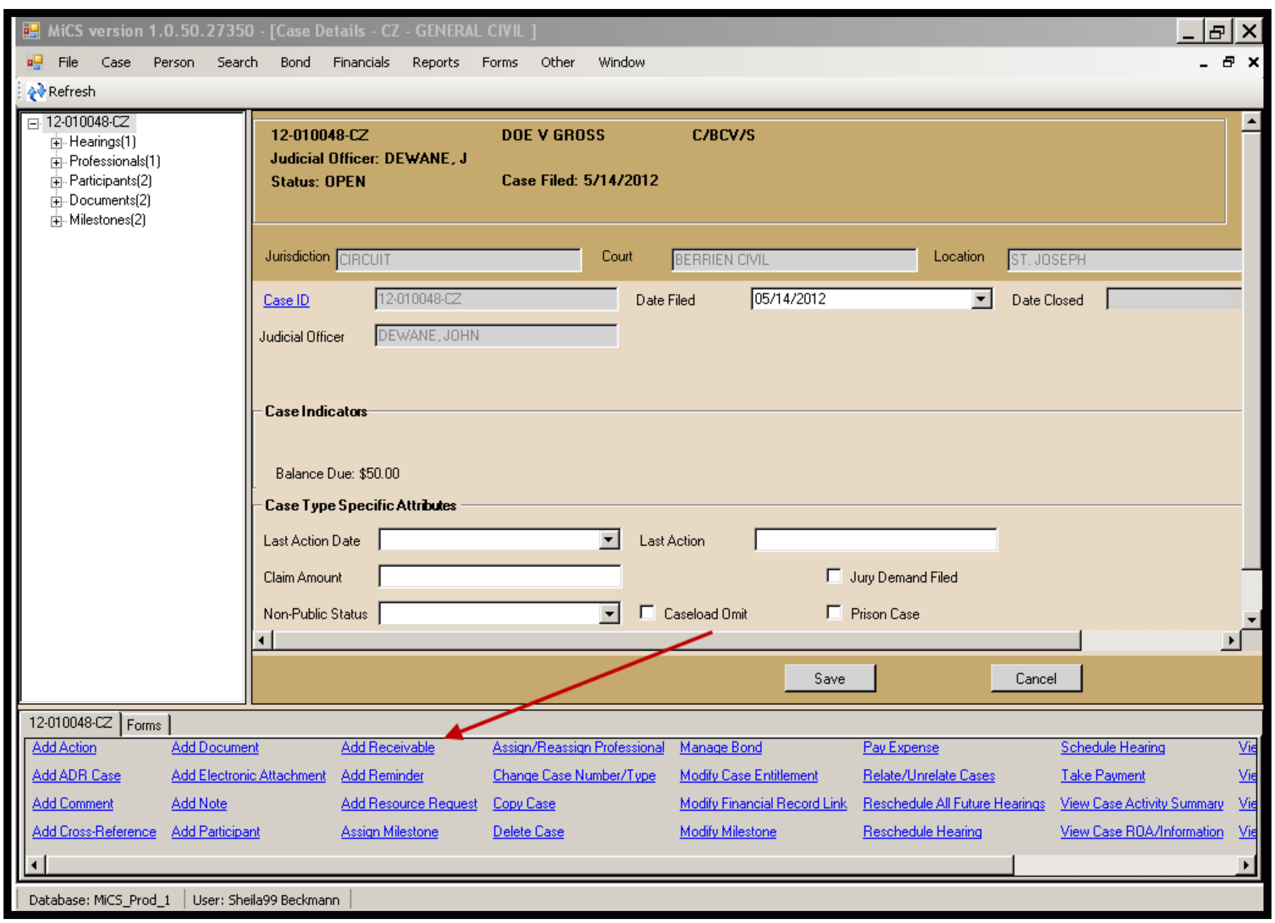
This is any money owed to the court (fines, costs, fees, etc.).

Based on JCL and certain documents being filed, the Account Distribution Details part of the receivable screen may be pre-populated leaving the user with the responsibility to click the Save button to add the receivable into the application.

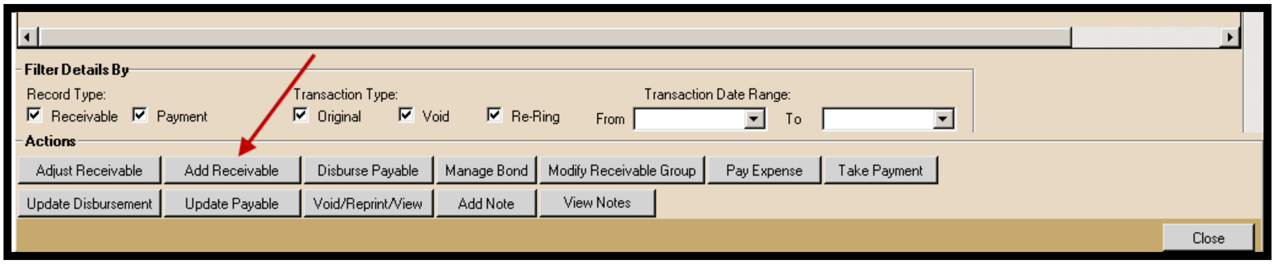
A receivable can be added from several different places throughout the application.



- Top menu
    - Financials

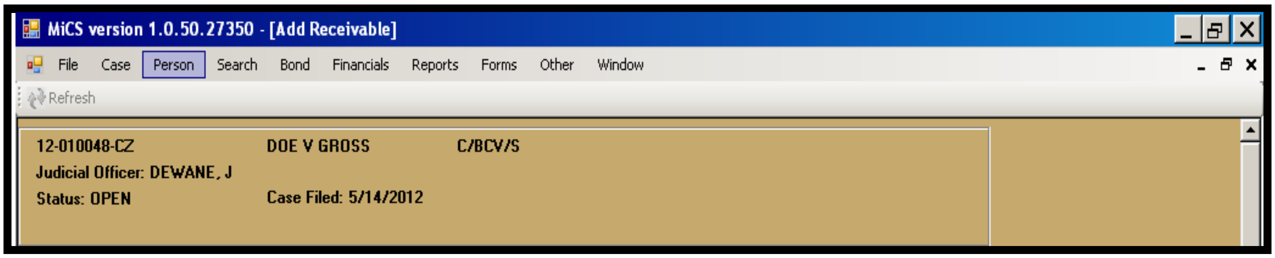


- Action link on Case Details screen

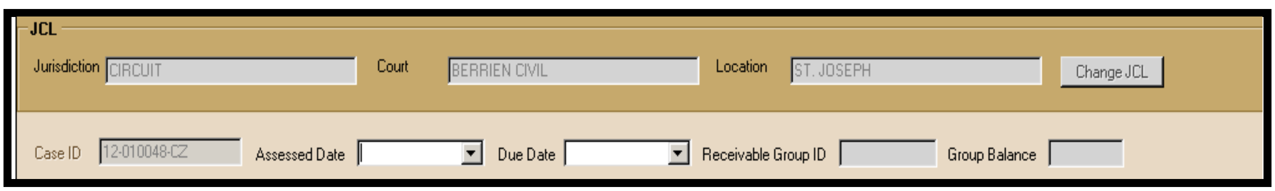


- Button at the bottom of View Financial Summary screen

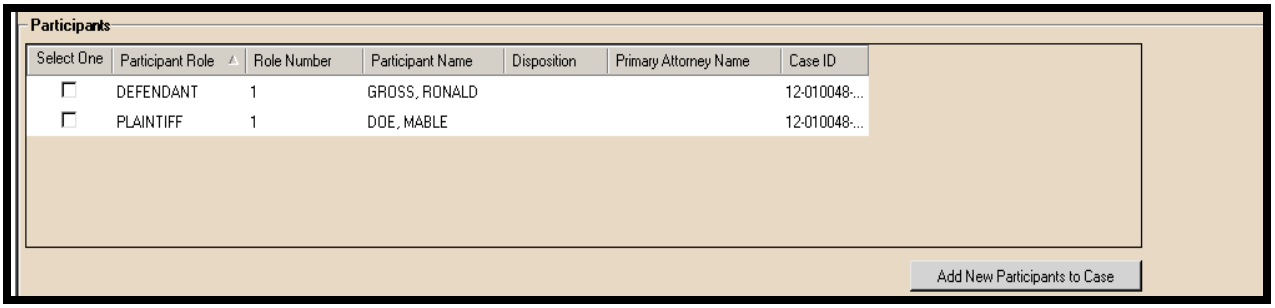
Add a Receivable Screen



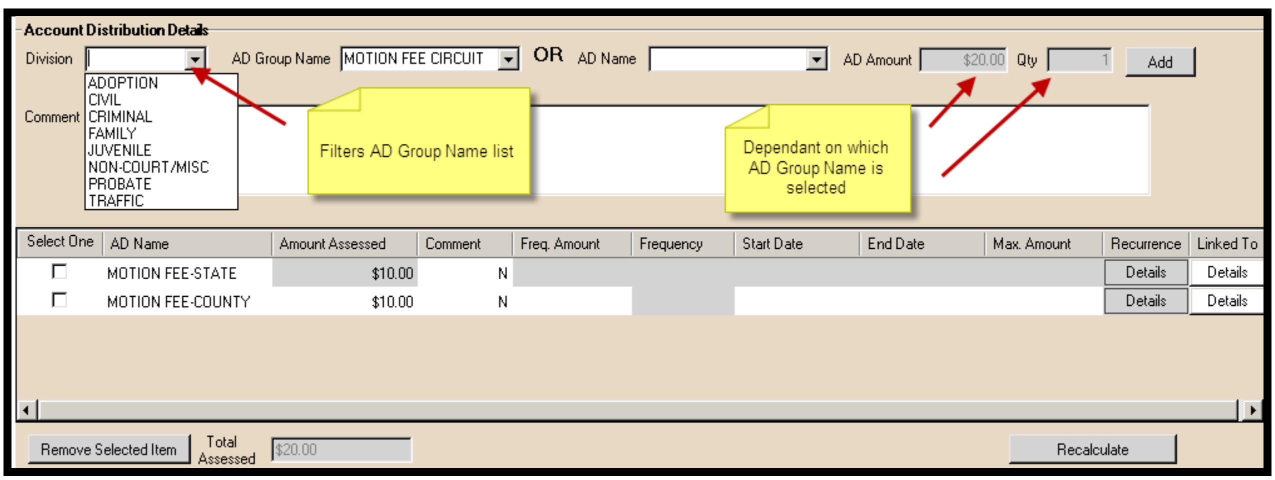
- Header contains
  - Case ID
  - case entitlement
  - JCL, Judicial Officer
  - Status
  - Case Filed date.



- JCL group box contains
  - **J**urisdiction, **C**ourt, **L**ocation
  - Case ID
  - Assessed Date (required field)
  - Due Date (required field)
  - Receivable Group ID (prefilled by system in Multi-Receivables)
  - Group Balance (prefilled by system in Multi-Receivables).

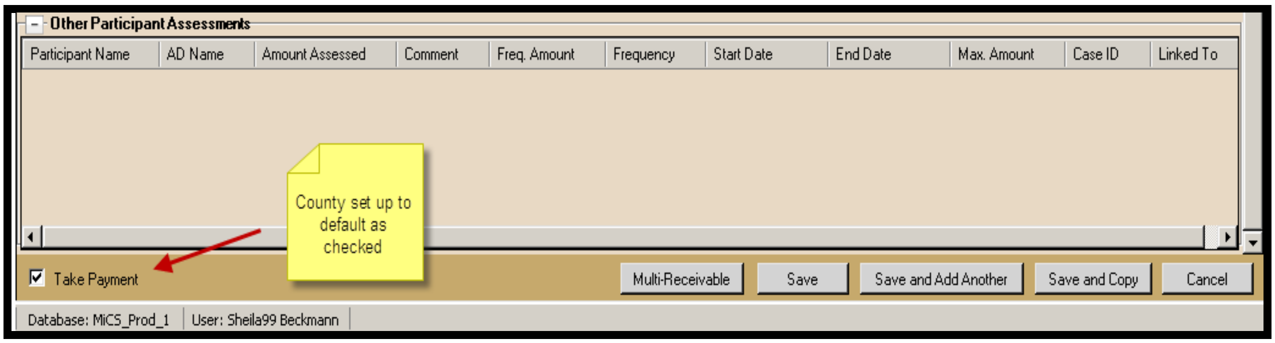


- Participants group box contains
  - Selection box
  - Participant Role
  - Role Number
  - Participant Name
  - Disposition
  - Primary Attorney Name
  - Case ID
  - Add New Participant to Case button.



- Account Distribution Details group box contains
  - Division (used to filter down AD names based on civil, criminal, traffic, adoption, etc.)
  - AD Group Name
  - AD Name (**not used in Berrien**)
  - AD Amount (prefills or opens for manual entry, based on AD Group Name selected)
  - Qty (based on AD Group Name selection)
  - Comment
  - Add button (required to add the receivable)
    - Selection box
    - AD Name (lists each account in group separately)
    - Amount Assessed
    - Comment (Y or N)
    - Freq. Amount

- Frequency
- Start Date
- End Date
- Max. Amount
- Recurrence (details)
- Linked To (details)
  - Remove Selected Item button
  - Total Assessed
  - Recalculate button.



- Other Participant Assessments group box contains details of any other receivables outstanding in the case.
- Take Payment check box defaults to checked (bottom left corner of screen). If a payment is not being taken at the time of adding the receivable, then uncheck the Take Payment check box.
- Available buttons are
  - Multi-Receivable (add multiple receivables at one time)
  - Save
  - Save and Add Another (displays a blank receivable screen)
  - Save and Copy (displays a duplicate receivable screen already filled in)
  - Cancel (closes out Add Receivable screen).